APPENDIX E

Non-Academic Annual Report Format
I. Unit Title:

Unit Administrator:

II. Data and information for department:

III. Personnel:

Noteworthy activities and accomplishments:

New position(s) requested, with justification:

Recommended change of status
(such as promotion/change in title/change in responsibilities):
IV. Department Goals for 2004 or 2004-05

A. Goal #

B. Institutional Goal which was supported by this goal:
   (listed on pages 14-15 in the 2004-06 DSU Bulletin)

C. Expected Results:
   (What happens if the goal is met?)

D. Evaluation Procedure(s):
   (How will you determine if this goal is met?)

E. Actual Results of Evaluation:
   (Explain if the evaluation is not complete)

F. Use of Evaluation Results:
   (How were the results used to improve programs, operation, or services? Indicate if this led to a new goal for the next year.)

Note: All sections must be addressed
V. Learning Outcome Assessment Plan

A. Learning Outcome #:

What should a learner know, value, or be able to do as a result of this outcome?

B. Assessment Tools and Methods

What assessment tools and/or methods will you use to determine achievement of the learning outcome?

Limit measures to three.

Measure One:

Measure Two:

Measure Three:

C. Data Collection and Analysis

Describe how the data from the assessment tools and methods will be collected. Explain the procedure to analyze the data.

Data Collection Procedure:

Analysis Procedure:

D. Results of Evaluation

What were the findings of the Analysis Team? List any specific recommendations.

Findings:

Recommendation 1:

Recommendation 2:

Recommendation 3:

E. Use of Evaluation Results

What changes in curriculum, courses, or procedures were made as a result of the program learning outcome assessment process?

Response:

F. Assessment Team Members

List members of the Assessment Team.

Members: